

STANDARD FORM NO. 64
Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, RI

DATE: 31 December 1954

FROM : Chief, Records Management Division,
Management Staff

SUBJECT: Space Requirements of DD/P for Storage of Inactive Records
in New Records Center

1. In accordance with our discussions over a period of several weeks and your telephone call today, it is requested that you advise me as soon as possible the amount of space required for the storage of inactive records for the DD/P area in the new Records Center building. It will be appreciated if this information is submitted in terms of cubic feet of material or the equivalent number of four-drawer letter or legal size filing equipment.

2. This data should show the amount of records which you would want to transfer to the new building as soon as it is ready for occupancy, probably about 15 February 1955. In addition, an estimate will be appreciated as to the amount of space required for the next five years.

3. Appropriate boxes for the transfer of these records will be provided if necessary.

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